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INTRODUCTION

EMERGENCY RESPONSE PLAN

The following University of Wyoming EMERGENCY RESPONSE PLAN AND POLICY addresses a multitude of potential issues and concerns facing the campus community during an emergency. This is a master plan that applies to all UW locations. Additionally, it is the responsibility of departments and/or building occupants to develop their own “local” plans based on requirements of this master plan.

It is the intent of this plan to address four main issues:

- Life safety
- Preservation of property
- Protecting and preserving mission-critical programs and functions
- Compliance with current federal, state and local regulations

This is achieved by:

- Determining a command structure
- Setting lines of communication
- Development of an emergency notification system
- Development of building/departmental plans
- Periodic review and improvement of the plans

This plan is an active work in progress and is subject to revisions. Its quality and potential effectiveness is dependent on broad input from the campus community, and all units of the University are urged to comment. The true value of this document is the fact that it is dynamic, distributed throughout all levels of the organization, and reflects the will of those it will affect.

Questions, comments, and concerns should be brought to the attention of:

Bruce Hooper, Director of Risk Management
Phone: 766.5767
Email: bhooper@uwyo.edu

UW EMERGENCY RESPONSE PLAN AND POLICY

Section One

1. Purpose

The University of Wyoming has anticipated the possibility of a major disaster on campus by instituting an Emergency Response Plan and a Disaster Recovery Plan that are available on the University's web site or through the Office of Risk Management.

The Emergency Response Plan is a basic guide for providing a response system to University of Wyoming faculty, staff, and students for major emergencies that may threaten the health and safety of the University of Wyoming community. Personnel designated to carry out specific responsibilities are expected to thoroughly understand the procedures for which they are responsible. **The Emergency Response Plan is placed into operation whenever a Level II or Level III emergency affecting the campus cannot be controlled through normal channels.** The response to any major emergency will be conducted, to the extent possible, within the framework of this plan.

The Emergency Response Plan is designed to effectively coordinate the use of University and community resources to protect life and property immediately following a major emergency on the University of Wyoming campus, and to the degree possible, off-campus locations. The Plan identifies departments and individuals that are directly responsible for emergency response and critical support services, and it provides a management structure for coordinating and deploying essential resources.

2. Scope

The Emergency Response Plan guides preparedness, response, and recovery action, and applies to a broad range of emergency incidents. This Plan and related Policies apply to everyone associated with the University of Wyoming and all property owned and operated by the University of Wyoming.

3. Definitions:

Emergencies shall be classified as follows:

Level I is a minor, localized department or building incident that is resolved through normal channels with existing campus resources and/or limited outside help.

Level II is a major incident that disrupts multiple elements of the campus community and requires close coordination of internal operational groups and usually includes assistance from external organizations.

Level III is a major incident, such as a major earthquake, that affects the entire campus and possibly the surrounding community.

4. Direction and Coordination

POLICY GROUP

The Policy Group, chaired by the President, is composed of core University administrators and senior staff. The Policy Group is responsible for providing oversight and direction, defining emergency policy, and determining program closures and resumptions.

EMERGENCY MANAGEMENT TEAM

The Emergency Management Team, chaired by the Vice President for Administration, is composed of senior administrators from various operational units/functions of the University as outlined in the table below. The Emergency Management Team is responsible for evaluating the scope of the incident, coordinating response and support services, and providing emergency information.

OPERATIONS DIRECTOR

The Vice President for Administration shall serve as the Operations Director and shall, in consultation with the President, declare all Level II and Level III emergencies. In the absence of the Vice President for Administration, the Director of Risk Management shall serve as the Operations Director until relieved.

OPERATIONS COORDINATOR

The Director of Risk Management, the Chief of Campus Police as the delegated alternate, or the local Fire Department shall coordinate the operations of all Level II and Level III emergencies. The coordination of response to a major campus emergency is the responsibility of the Operations Coordinator, the delegated alternate, or the local Fire Department. The coordination of campus resource teams is the responsibility of the Director of Risk Management who will coordinate all on-campus emergency functions as directed. The Operations Coordinator (Director of Risk Management or delegated alternate) shall report to the Vice President for Administration.

EMERGENCY OPERATIONS ORGANIZATION

The Emergency Operations Organization consists of the following groups:

- The Policy Group

Members	Responsibilities
President VP Administration VP Academic Affairs VP Research VP Student Affairs VP Information Technology VP Governmental, Community and Legal Affairs VP Budget and Planning Director Athletics Director Risk Management Director University Relations Director Physical Plant Director Facilities Planning Chief of Campus Police ASUW Representative Support Staff (Administrative/Clerical Assistance)	<ul style="list-style-type: none"> • Determine the forms of response activities • Acquisition of resources • Short and long-term plan for Residence Life and Dining Services • Formulation of general public information • Prioritize salvage operations • Financial/legal issues • Short-term building replacement program • Faculty/staff replacement • Coordinate records preservation and recovery • Establish date for resumption of disrupted programs • Call list development • Fatality/Survivor notification • University emergency response policy review

- Emergency Management Team

The Emergency Management Team consists of the following Units and individuals or designated alternates.

Emergency Unit Title	Department	Representative	Responsibilities
Operations Coordinator	Risk Management and Campus Police	Director of Risk Management and Chief of UW Police	<ul style="list-style-type: none"> • Activation of Emergency Plan • Designation of Operations and Policy • Designation of Command Center Locations • Direction of Emergency Services • Direction of Law Enforcement Resources • Fire Control

			<ul style="list-style-type: none"> • Coordination • Coordination of Search and Rescue Effort • Coordination of Group Training Requirements • Development of Emergency Call List • Relay Emergency Status Information to Policy Group
Scene Commander	Local Fire Department	Fire Chief	<ul style="list-style-type: none"> • Fire Control Coordination • Coordination of Search and Rescue Effort
Public Information Coordinator	University Relations and News Service	Director and Manager	<ul style="list-style-type: none"> • Dissemination of Information to the Student Population • Dissemination of Public Information • Record Emergency Operations Activity
Student Assistance Coordinator	Student Affairs	Vice-President	<ul style="list-style-type: none"> • Coordinate Student Assistance Program through Residential Education Program • Assist with Student Housing and Food Service • Establish Student Information Programs • Call Crisis Management Team into service • Assist in Organizing Student Volunteer Service
Medical Care Coordinator	Iverson Memorial Hospital and Student Health	Emergency Service Director , Director of Student Health Services and Director of Counseling Services	<ul style="list-style-type: none"> • Coordinate Medical Aid • Psychological Assistance
Facility Service Coordinator	Physical Plant	Director and Associate Director	<ul style="list-style-type: none"> • Coordinate Utilities • Provide or Assist in Providing Heavy Equipment

			(Rescue/Cleanup) <ul style="list-style-type: none"> • Assist in Equipment Procurement • Conduct Facilities Survey • Site/facility control/recovery
Volunteer Force Coordinator	Human Resources	Director	<ul style="list-style-type: none"> • Organize Volunteers for Operational Use
Residence Life and Dining Services Coordinator	Residence Life and Dining Services	Director	<ul style="list-style-type: none"> • Organize and Administer Existing Housing and Food Supplies • Manage Underground “Safe Haven” Access
Communications Coordinator	Information Technology	Vice-President	<ul style="list-style-type: none"> • Coordinate Restoration of Telephone Services • Coordinate Restoration of Computer Services • Emergency Communications

Plan Control and Coordination

The Emergency Response Plan is under the control of the Vice President for Administration and under the coordination of the Director of Risk Management, campus police department, local police department, or local fire department.

When an emergency situation arises, the Vice President for Administration, in consultation with the President, will activate the Emergency Response Plan. University personnel and equipment will be utilized to provide priority protection for:

- Life safety
- Preservation of property
- Restoration of the mission-critical programs and functions

The Emergency Management Team is under the direction of the Vice President for Administration and will determine the manner in which University personnel and equipment will be utilized. The Director of Risk Management will coordinate the utilization of University personnel and resources required to address the emergency.

If the incident is of a criminal nature the lead agency will be the UW police, local police, state police, or federal authorities in accordance with jurisdiction control.

Implementation of the Emergency Response Plan

A. In the event of a Level II or Level III emergency, the Emergency Response Plan shall be implemented using the following steps:

If Normal Telephone Services ARE Operational

- The Vice President of Administration, in consultation with the President, will activate the Emergency Response Plan. He or she will designate the Emergency Response Center and Policy Center locations and appoint an Emergency Response Center Communicator. Unless unavailable, the Policy Center will be located in the Old Main Board Room and the Emergency Response Center will be located in the Safety Office in the Arena Auditorium. The Vice President for Administration will designate alternate locations if the primary locations are not available.
- After notifying the Policy Group, the Emergency Response Center Communicator or designee will contact the members of the Emergency Management Team, advising the members of the designated location of the Emergency Response Center.
- The Emergency Response Center Communicator or designee will periodically advise the Director of Risk Management of the availability and estimated time of arrival of the members of the Emergency Management Team.

If Normal Telephone Services ARE NOT Operational

1. The Vice President for Administration shall maintain a list of cellular phone numbers for the Policy Group and the Emergency Management Team. The Vice President shall activate the Emergency Response Plan as outlined above in the event normal telephone services are not operational.
 2. If cellular phone services are not operational, then activation of the Emergency Response Plan shall be as follows:
- The designated members of the Policy Group will immediately travel to the previously identified building and the Vice President for Administration, in consultation with the President, will activate the Emergency Response Plan as soon as he/she is aware that a major disaster affecting the University of Wyoming campus may have occurred; and will appoint an Emergency Response Center Communicator.
 - If the designated members of the Policy Group do not respond to the designated location in a reasonable amount of time, the Emergency Response Center Communicator will dispatch messengers.
 - The Vice President for Administration will designate the location of the Emergency Response Center and the Emergency Response Center Communicator will dispatch messengers if members of the Emergency Management Team have not arrived within an appropriate amount of time.

B. Appointment of Emergency Management Team

The Director of Risk Management will immediately appoint individuals with appropriate skills to fill each of the Emergency Management Team positions in the event the primary representative has not responded. These appointments will remain in effect until the primary representative or a more qualified replacement has been located and available. The acting representative will then become the assistant to the replacement. An appropriate call list will be developed as part of this plan so that the Emergency Response Center Communicator or designee will have an appointment plan.

C. Non-Working Hours

If a disaster such as the ones envisioned by this plan were to occur before or after regular University office hours, or on a holiday or weekend when the organizational structure of many departments is not immediately available, the structure of this plan remains precisely the same, its implementation may vary depending on the available resources and employees until the proper officials can be notified. Until that time, the individuals assuming the most responsibility will necessarily be those officials/individuals of highest rank and/or expertise who are available at the time. These individuals should seek to follow (as nearly as possible) the guidelines discussed in this plan, while simultaneously making an effort to notify supervisory officials of the situation to obtain verification or advice on their actions.

Emergency Command Post

When a major emergency occurs, or is imminent, it shall be the responsibility of the Director of Risk Management to set up and staff an appropriate Emergency Command Post as directed.

A. Field Emergency Command Post

If the emergency involves only one building or a small part of the campus, a University of Wyoming Police vehicle is to be placed as near the emergency scene as is reasonably possible. At least one identified police officer is to staff the command post at all times or until the emergency ends. A small office with a desk, chairs, computer and a telephone may also be required near the scene. If necessary, the University of Wyoming Police will establish a perimeter around the emergency scene with the Field Emergency Command Post being included in that perimeter. Individuals entering and/or leaving the scene must check in at the Command Post.

Field Emergency Command Post Equipment should include:

- Barricades, barrier tape, and signs for the scene
- Portable handheld radios
- Portable public address system
- First aid kit
- Telephone access (i.e., cell phone)
- Campus telephone directory and local telephone directory, including Yellow Pages

The Director of Risk Management shall maintain at a readily available specified location the equipment items necessary to establish a Field Emergency Command Post.

B. General Emergency Command Post

If the emergency involves a large part of the campus the Emergency Command Post is to be established in a location that has been previously identified by the Vice President of Administration. If this site is unavailable the Director of Risk Management is to select an alternate location. At least one identified police officer or dispatcher is to staff the Emergency Command Post at all times until the emergency situation ends. The University of Wyoming Police, for operations of the combined on-site emergency response team, shall establish a marshalling area for outside and local agency assistance. Also, a conference room with facilities for emergency teams or media crews, and which is designed to accommodate multiple telephones and/or electrical appliances, is desirable.

Department/Building Emergency Response Planning

D. Purpose of the Plan

The purpose of a department/building level emergency response plan is to familiarize faculty, staff and students with emergency procedures for situations specific to the department or facility, including evacuation routes and hazardous materials spill response. The plan should be used as a training document, and all personnel should become familiar with it. The plan should be periodically reviewed and revised as needed. All revisions will be distributed as per paragraph C below.

E. Guidelines For Development

The University has developed an Emergency Response Plan and a Disaster Recovery Plan. These policies and procedures go into effect in the event of a Level II or Level III emergency. Copies of these plans are contained in the University of Wyoming Safety Manual and are available on the University's web site or from the Risk Management Office. These policies and plans do not address Level I emergency procedures at the department/building level. Therefore, the University requires the development of a specific emergency response and disaster plans for Level I emergencies for each campus facility. Technical assistance for facility plan development is available from the University of Wyoming Environmental Health and Safety Office and from the Emergency Management Team identified in this plan.

F. Plan Components

Components of the plan must include emergency response procedures, protection in place procedures, an evacuation plan, training procedures and a list of individual's assigned responsibilities under the plan. The plan should also include emergency guidelines to be used in the event of a major disaster when professional emergency response assistance is unavailable or is unable to respond quickly. In such cases, the department or building occupants may need to be self-reliant for an extended period of time. Additional information on emergency procedures such as rescue, building security, area(s) of refuge, rescue assistance, and command post locations should be included.

Once the plan is completed, copies are to be sent to the Environmental Health and Safety Office and the department's safety committee (if applicable) for review. Upon acceptance, four copies must be maintained. One must be retained at the department/building level, the second will be retained at the Environmental Health and Safety Office, the third at the University of Wyoming Police Department and the fourth will be retained at the Laramie Fire Department. It is the department's responsibility to distribute the campus copies; Environmental Health and Safety will distribute to the Laramie Fire Department.

Deans, Directors, and Department Heads

Every dean, director, and department head shall appoint a specific person as Building/Facility Coordinator for every activity under their control. The Building/Facility Coordinator has the following general responsibilities prior to and during a Level I emergency:

- a. Emergency Preparedness
 - Building evacuation information shall be distributed to all employees with follow-up discussions, on-the-job training or explanation as required
 - Time shall be allowed for training employees in building evacuation procedures. It is recommended that employees receive training in areas such as fire extinguisher usage, first aid, and CPR
- b. Emergency Situations
 - Inform all affected employees under their direction of the emergency condition
 - Evaluate the impact the emergency has on their activities and take the appropriate action. This may include ceasing operations and initiating building evacuation
 - Maintain emergency telephone communications with officials
 - Notify the Vice President for Administration, Director of Risk Management and Campus Police

Faculty and Supervisors

Each faculty and staff supervisor has the responsibility to:

- Educate faculty, staff and students concerning University emergency procedures as well as evacuation procedures and stressing the importance of evacuation for their building and/or activity.
- Inform faculty, staff and students of an emergency and initiate emergency procedures as outlined in this guide.
- Survey and evaluate their assigned building, facility or activity in order to determine the impact a fire or other major event could have on their facility and activities
- **IMPORTANT:** Inform all faculty, staff and students to conform to building evacuation guidelines during an emergency and to report to a designated campus assembly area where a headcount can be taken

Department/Building Emergency and Disaster Plan Guidelines

The following is a minimum outline for developing a building or department emergency response and disaster plan. The level of detail will depend on the size of the building, the number of occupants and the hazards present.

Introduction

- Purpose
- Scope
- Dissemination

Alarm Systems

- Introduction
- Description/Locations
- Activation (when and how)
- Response to an alarm
- Evacuation map

Summoning Professional Emergency Response

- Emergency numbers and calling procedures (should also be attached to the evacuation map)
- Procedures for health threatening emergencies including:
 - Fire
 - Earthquake
 - Tornado
 - Flood
 - Medical emergency
 - Chemical, biological or radioactive spill
 - Bioterrorism
 - Bomb threat
 - Civil disturbance or demonstration
 - Explosion
 - Psychological crisis
- When to contact the Environmental Health and Safety Office
- Emergency poster
- After-hours emergency response
- What to do when emergency response is delayed

Evacuation Plan

- Written evacuation procedures (when, how, assistance for those unable to evacuate themselves)
- Primary and alternate evacuation routes (building floor plans are available from Facilities Planning)
- Emergency assembly point (location, method to assure everyone has been evacuated)
- Challenged personnel evacuation

Drills and Training

Designated Coordinator/Emergency Team/Chain of Command

Incident Reporting

Media Relations

MINIMUM UW EMERGENCY PROCEDURE GUIDELINES

1. Reporting Emergencies

- IN THE EVENT OF AN EMERGENCY, CALL 911
- When calling stay calm and carefully explain the problem and location to the dispatcher. DO NOT HANG UP UNTIL TOLD TO DO SO (unless evacuation is imperative). Keep calm and try to keep others calm.

2. Evacuation Procedures

Building Evacuation

- All building evacuations will occur when an alarm sounds and/or upon notification by the University Police, the local fire department, the local police, the Environmental Health and Safety Office, or the Building/Facility Coordinator.
- When the building evacuation alarm is activated during an emergency leave by the nearest marked exit and alert others to do the same.
- **ASSIST THOSE WHO NEED HELP EXITING THE BUILDING! DO NOT USE THE ELEVATORS IN CASES OF FIRE OR EARTHQUAKE.**
- Once outside proceed to a clear area that doesn't obstruct emergency response personnel and away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear. Know your assembly points.
- **DO NOT** return to an evacuated building unless told to do so by the local fire department, the local police, or the Environmental Health and Safety Office. **IMPORTANT:** After any evacuation, report to your designated assembly point. Remain until an accurate headcount is taken. The Building/Facility Coordinator will take attendance and assist in the accounting for all building occupants.

Campus Evacuation

- The Vice President for Administration will announce evacuation of all or part of the campus grounds.
- All persons (students, faculty and staff) are to immediately vacate the site in question and relocate to another area as directed.
- **DO NOT** return to an evacuated area unless told to do so by the Vice President for Administration. **IMPORTANT:** After any evacuation, report to your designated assembly point. Remain until an accurate headcount is taken. The Director of Risk Management will coordinate the accounting for persons in the

area.

Fire

Designated Emergency Response Number: 911

1. In case of fire, activate the nearest fire alarm. Take the appropriate precautions to assure your personal safety.
2. Evacuate the building by the nearest uninvolved exit, and assist the disabled with evacuation if necessary (do not use elevators – the fire alarm system will send the elevator car to the first floor and disable it).
3. When you are in a safe area, away from the fire, call the Fire Department at the designated emergency response number (911). Give your name and the exact location of the fire (building, floor, room, etc.). Remain on the phone until released by the emergency operator.
4. If comfortable in doing so, attempt to extinguish a minor fire then contact the Fire Department.
5. Once outside, move to a clear area that is at least 600 feet from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.
6. Do not return to an evacuated building unless authorized by a Fire Department official.

Earthquake

Designated Emergency Response Number: 911

Physical Plant (to report damage to facilities): 766-6225

1. **INDOORS:** Move away from glass, windows, shelves, filing cabinets, and heavy equipment. Seek refuge in a doorway or under a desk or table.
2. **OUTDOORS:** Move rapidly away from buildings, windows, utility poles and other structures. Avoid power or utility lines (they may remain energized).
3. **VEHICLE:** Pull to the side of the road away from underpasses, bridges, and buildings. Remain in the vehicle until the shaking stops. Remain in the vehicle if a power line has fallen on or near it.
4. When the shaking stops, evaluate the situation; and if emergency help is necessary, call the Designated Emergency Response Number (911). Report any injuries.
5. Evacuate the building and help the disabled if necessary. Move away from buildings, windows, utility poles and other structures in preparation for aftershocks.
6. Report any damage to facilities or odors from possible natural gas leaks to the Physical Plant (766-6225).
7. Do not re-enter the building until authorized to do so by the Laramie Fire Department official.

Tornado/Severe Weather

Designated Emergency Response Number: 911

Tornado Watch: The National Weather Service will issue a Tornado Watch if there exists a possibility of tornado formation in the area.

Tornado Warning: A tornado warning is an alert by the National Weather Service confirming the sighting and location of a tornado. The weather service will announce the approximate time of detection and direction of movement. Wind speed will be 75 M.P.H. or greater.

1. If you receive notification of a tornado warning or sight a tornado, move to the lowest level in an interior hallway of the building as quickly as possible.
2. Stay away from windows and areas with large expanses of glass.
3. Avoid auditoriums, gymnasiums, and other large rooms with free span roofs.
4. Do not use elevators and remain calm.
5. Help those with disabilities move to a safe area; assist them to an interior hallway away from windows and areas with large expanses of glass.
6. Protect your head and face. If possible, get under a sturdy table or other structure.

Medical and First Aid

Designated Emergency Response Number: 911

1. If a serious injury or illness occurs on campus, immediately call 911 for an ambulance. Give your name; describe the nature and severity of the medical problem, and the location of the victim. Do not hang up until released by the emergency operator.

If conscious and oriented, the individual has the right and responsibility to determine his/her own health care needs and the response to those needs. Under such circumstances, University staff should refrain from recommending specific health care providers. When in doubt, call 911 and let the responding police or EMT's help the individual with that assessment.

In circumstances involving a person who is unconscious and/or disoriented, calling the designated emergency response number (911) is the appropriate response.

2. Keep the victim still and comfortable until help arrives. Avoid moving the victim.
3. In case of minor injury or illness, students may go to the Student Health Center or have a trained person provide the appropriate first aid.
4. Individuals whose position description does not require them to provide first aid are acting as Good Samaritans.
5. Persons with serious or unusual medical problems should be encouraged, before an incident, to notify their supervisors or instructors of the medical problem and the standard emergency treatment related to that problem.

Chemical Spill

Designated Emergency Response Numbers

Immediately Dangerous to Life and Health: 911

All Other Spills: 766-3696 (RMMC)

1. If the situation is life or health threatening, evacuate the area, close the door, and call, or have someone call the Designated Emergency Response Number (911).
2. Restrict entry to the affected area.
3. Remove contaminated clothing. Rinse contaminated skin, eyes, or hair with water for a minimum of 15 minutes.
4. When reporting, provide the following information:
 - Your name
 - Name of spilled substance (if known)
 - Approximate amount of spilled substance
 - Exact location of spill
 - Injuries sustained (if any)
 - Actions taken
5. Do Not Panic
6. If a building emergency exists, activate the fire alarm. Evacuate the building by the nearest exit. Assist the disabled to evacuate if necessary.
7. Once outside, move to an area at least 600 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.
8. Do not return to an evacuated building unless authorized by a representative of the Environmental Health and Safety Office, the Fire Department, or the Campus Police.

Infectious Agent Emergency

Designated Emergency Response Number

8:00 a.m. – 5:00 p.m. 766-3277

After hours 760-6389

Environmental Health and Safety

1. Take care of medical emergencies first. If contamination is airborne leave area as soon as possible and close the door. If life-threatening conditions exist, call 911 for emergency help. Decontamination can occur when the victim is in stable condition.
2. If a skin wound occurs, call 911, gently and thoroughly wash it with running water, and allow some bleeding and then bandage using items from the first aid kit.
3. In case of an emergency call Environmental Health and Safety 766-3277 (or 760-6389 after hours). Clean up the spill following the directions of the Environmental Health and Safety Manual.
4. If any clothing items are contaminated with infectious materials, or blood, remove them and place in labeled collection containers. These items will be cleaned or disposed of by Environmental Health and Safety.
5. Restrict access into the spill area for 20 minutes. Personnel entering the spill area must wear appropriate protective equipment.

Radiation Emergency

Designated Emergency Response Number

8:00 a.m. – 5:00 p.m. 766-3277

Afterhours 760-6389

Environmental Health and Safety

1. Take care of medical emergencies first. If health- or life-threatening conditions exist, call 911 for emergency help. Decontamination can occur when the victim is in stable condition.
2. If a skin wound occurs, call 911. Thoroughly wash the wound with running water, allow some bleeding and then bandage using items from the first aid kit. Once the bleeding has stopped, the Radiation Safety Officer or other medical personnel will monitor the wound for radioactive contamination.
3. Check for contamination of individuals. Decontaminate as quickly as possible. In case of an emergency, call Environmental Health and Safety (766-3277 or 760-6389 after hours). If necessary contact Iverson Memorial Hospital (911) for decontamination assistance.
 - Thoroughly wash hands and other exposed body areas until radioactive contamination levels are as low as reasonably achievable.
 - If any clothing items are contaminated with radioactive materials, remove them and place in labeled collection containers. These items will be cleaned or disposed of by Environmental Health and Safety
4. Restrict access into the spill area until decontaminated and radioactive levels are within allowable limits. Personnel entering the spill area must have the appropriate personal protective equipment and radiation dosimetry (badge, ring, etc.).
5. For radioactive materials incidents, notify the Principal Investigator or your supervisor as soon as possible.
6. Clearly label any contaminated surfaces as demonstrated by your instructor/supervisor. Clean up the spill following previously conveyed directions as provided in the Environmental Health and Safety Manual.
7. Any loss of radioactive material must be reported to Environmental Health and Safety (766-3277) as soon as possible after the loss is noted.

Bomb Threat

Designated Emergency Response Number: 911

University of Wyoming Bomb Threat Policy

GOAL

The goal of this document is to establish guidelines for an acceptable, safe response by the University of Wyoming Community to bomb threats and actual bomb emergencies, and to provide maximum public safety while minimizing disruption to normal university business.

I. POLICY

The policy of the University of Wyoming is to regard all bomb threats as serious and to evaluate each individually to assess the credibility of the threat and to determine an appropriate response.

II. PURPOSE

The purpose of this policy is to establish procedures to be followed for dealing with bomb threats and actual bomb emergencies.

III. PROCEDURES

A. THREATS

- Any bomb threat received by a UW employee shall be reported to the UW Police Department immediately (911).
- Front-line staff, including secretaries, receptionists, and anyone with frequent telephone contact with the public will be provided with a standard format of questions to be used to attempt to gather information from the individual making the threat (Appendix A – FBI Bomb Threat Checklist).
- The University Police Department will provide training for university personnel on how to respond to bomb threats and bomb emergencies to promote consistent understanding of these policies and procedures.

B. EVACUATION

1. The decision to evacuate a building will be made by the University Police Department. The Chief of Police or designee, in consultation with management officials, will make this decision.
2. The University Police Department will assist in coordination of the evacuation effort.
3. When the decision to evacuate a building has been made, all individuals must leave the building. Failure to do so may result in civil charges.
4. Employees evacuating a building should move to a location at least 600 feet away and out of the potential path of flying debris should an explosion occur. This location

should be agreed upon in advance so that all employees can be accounted for and so that officers investigating the threat can have access to people who might have information relating to the threat.

C. SEARCH

1. Bomb searches are most effective when conducted by persons familiar with the area. Upon being informed of an evacuation due to a bomb threat, employees should check their respective work areas for any unusual or out-of-place packages. Suspicious items shall be reported to the University Police. Evacuees should remove items such as lunch boxes, purses, attaché cases, backpacks and other personal packages which might cause unnecessary wasted effort during the building search phase. When possible, work areas which have been checked should be locked when employees leave.
2. After the building is evacuated and a preliminary check has been made by employees immediately prior to evacuation, the University Police Department shall coordinate the building search.

D. BUILDING RE-OCCUPATION

The decision to re-occupy a building shall be made by the University Police Department.

E. COMMUNICATION

University Police Department will provide notification to the administration and the public.

QUESTIONS TO ASK:

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THE THREAT:

Sex of caller _____ Race _____

Age _____ Length of Call _____

Number at which call is received _____

Time _____ AM PM

Date ____/____/____

CALLER'S VOICE:

- | | |
|-----------------|-----------------------|
| _____ Calm | _____ Nasal |
| _____ Angry | _____ Stutter |
| _____ Excited | _____ Lisp |
| _____ Slow | _____ Raspy |
| _____ Rapid | _____ Deep |
| _____ Soft | _____ Ragged |
| _____ Loud | _____ Clearing Throat |
| _____ Laughter | _____ Deep Breathing |
| _____ Crying | _____ Cracking Voice |
| _____ Normal | _____ Disguised |
| _____ Distinct | _____ Accent |
| _____ Slurred | _____ Familiar |
| _____ Whispered | |

If voice is familiar, who did it sound like?

BACKGROUND SOUNDS

- | | |
|------------------------|-------------------------|
| _____ Street noises | _____ Factory machinery |
| _____ Crockery | _____ Animal noises |
| _____ Voices | _____ Clear |
| _____ PA System | _____ Static |
| _____ Music | _____ Local |
| _____ House noises | _____ Long distance |
| _____ Motor | _____ Booth |
| _____ Office machinery | Other _____ |
| | _____ |
| | _____ |

THREAT LANGUAGE

- | | |
|------------------------------|------------------------------------|
| _____ Well spoken (educated) | _____ Incoherent |
| _____ Foul | _____ Taped |
| _____ Irrational | _____ Message read by threat maker |

REMARKS: _____

REPORT CALL IMMEDIATELY TO:

UNIVERSITY OF WYOMING POLICE DEPARTMENT

Phone number 911

Date ____/____/____

Name _____

Position _____

Phone number _____

Civil Disturbance/Demonstrations

Designated Emergency Response Number: 911

1. Keep calm. Resistance may only increase the destruction of property and/or the threat of bodily harm. Do not confront demonstrators.
2. Call the Campus Police at the designated emergency response number (911). Provide the following information:
 - a. Location (building, entrance, floor, room, etc.)
 - b. Approximate number of leaders
 - c. Size of group
 - d. Obvious objective or demand of group
 - e. Group is: rational, organized, violent, etc.
3. When the Campus Police arrive, provide them with an update. Follow their instructions.

Explosion

Designated Emergency Response Number: 911

In the event of an explosion on campus, take the following actions:

1. Immediately take cover under tables, desks, or other objects, which will give protection against falling glass and debris.
2. After the initial effects of the explosion have subsided, notify the Laramie Fire Department at the designated emergency response number (911). Give your name and describe the location and nature of the emergency.
3. Activate the building fire alarm
4. Evacuate the building by the nearest exit, assisting those with disabilities.
5. *Do not use elevators. Do not panic.*
6. Once outside, move to a clear area that is at least 600 feet from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.
7. Do not return to an evacuated building unless authorized by a Laramie Fire Department Official or Campus Police.

Psychological Crisis

Designated Emergency Response Number: 911

A psychological crisis exists when an individual poses a physical threat to himself/herself or others, or can't seem to come in contact with reality. Uncontrollable behavior and/or hallucinations could be manifested. If a psychological crisis occurs:

1. REMAIN CALM
2. Notify Campus Police at the designated emergency response number (911).
 - a. Provide the following information:
 1. Your name
 2. Location
 3. Observed symptoms
 4. Name of individual (if known)
 5. Description of individual
 - b. Until Help arrives, be pleasant, patient, considerate and understanding, to avoid escalating the situation.
 - c. Do not argue with the individual. Be accepting of the individual's point of view. Do not confront or try to detain a violent individual.
 - d. If another person is available and able to leave the area, have them meet the Campus Police and provide up-to-date information.

TRANSPORTATION

In case of medical emergencies and when transport is necessary, an ambulance will provide transportation. Emergency transport is requested through the 911 emergency dispatch center. A UW patrol vehicle may be used for non-emergency medical cases only. The patrol vehicle can be contacted by calling the Campus Police non-emergency number (766-5179).

Generally, it is not advised that individual faculty, staff or students take responsibility for transporting a person involved with any health emergency.

In the case of protective custody or emergency detention where a restraint is necessary, Campus Police or the City of Laramie Police will be involved directly with transportation.

EVACUATION PROCEDURES FOR PERSONS WITH DISABILITIES

Every individual accepts responsibility for evacuating a building during an emergency. Emergency personnel are usually available to assist with evacuation, but this may not always be the case. Developing alternative plans and arrangements in advance of an emergency will increase the likelihood of a safe exit from a building during an emergency. This is essential to the safety of those with mobility impairments because the use of elevators during emergencies is a dangerous practice, and should be avoided. Consequently, certain individuals will need to use alternative methods of evacuation. The following suggestions are advised for individuals to increase the chances of safe evacuation from a building during an emergency situation.

Contact the Environmental Health and Safety Office and the Office of Disabilities to discuss building evacuation procedures for individuals with disabilities.

- Identify in advance, and be familiar with a minimum of two exit routes from every area and building you occupy. *Do not include elevators.*
- Identify in advance those who are willing to assist you to evacuate (classmates, faculty, or fellow workers), and arrange for their assistance.
- Educate yourself on the safest method that people can use to assist you. Know the number of people needed to provide assistance.
- If you use a wheelchair, be prepared to explain how and where people should support you.
- If you have difficulty communicating develop a card containing instructions, and carry it with you.

- Carry a whistle or similar device to be used if you are trapped.

Building Floor Plans

Updated building floor plan maps will be posted on each floor within all campus buildings. The maps provide information on evacuation routes.

Emergency Phone Numbers

	NAME	PRIMARY NUMBER

OFF CAMPUS CONTACTS

BUILDING DIRECTORS